

MINUTES
Housing Authority of the Town of Darien
Tuesday, April 28, 2015

The Regular Meeting of the Commissioners of the Housing Authority of the Town of Darien was held on Tuesday, April 28, 2015, at The Old Town Hall Houses Community Room located 719 Post Road, Darien. The meeting was called to order at 6:30pm.

Present were Commissioners Jan Raymond, Joe Warren, Lorraine Golino, Peter Bigelow, and tenant commissioner Jane Matthews. Also present were Nichole Jefferson, Property Manager, Co-developers Matthew Anderson and Todd McClutchy.

AON Association: No Report

Senior Resident Association: Allen Delaney, President, reports that the senior residents had great meeting on the redevelopment of their site. He felt it was informative and educational. The senior residents would also like to thank the management staff Nichole Jefferson, Patti Santorella and especially maintenance supervisor, Joe Strate for taking such prompt and exceptional care of all the items reported at the last board meeting. Delaney also reminded the management to take out the summer furniture for the upcoming season and suggested additional storage on the property for maintenance supplies.

Minutes – Minutes from March 31, 2015 were tabled until the May 26, 2015 meeting. Joe Warren motioned to table the minutes of March 31, 2015 and Peter Bigelow seconded.

Paid Bill Reports – Paid Bills for E187, March 2015 & April 2015, were reviewed and accepted as submitted by a motion from Peter Bigelow and seconded by Joe Warren. All agreed.

Property Manager (OTHH) – Nichole Jefferson submitted new cleaning bids/costs for cleaning of the community room at OTHH. Cleaning costs were reviewed and a new vendor was approved. Nichole also reported that the waiting list at OTHH remains closed.

(Heights) - Nichole Jefferson reported there will be two (2) upcoming vacancies at the Heights. Several applicants have already been interviewed and tenancy looks promising. The waiting list remains open for one (1) bedroom, two (2) bedroom and three (3) bedroom 60% income tier units at the Heights; however all other income tier waiting lists remain closed.

2015 Income Limits: The 2015 Income Limits were reviewed and accepted as submitted by a motion from Peter Bigelow and seconded by Joe Warren. All agreed. Income limits are used to determine eligibility for admission and continued occupancy. Admission Income Limits are determined by HUD (Housing Urban Development) annually. Continued Occupancy limits are calculated by multiplying 1.25 to the new income limits. For a household that exceeds the continued occupancy limit there is a surcharge of 2% of their income over the limit in order to remain living at the site.

E187 Quarterly Report: The E187 Quarterly Report was reviewed and accepted as submitted by a motion from Joe Warren and seconded by Peter Bigelow. All agreed

E187 2015-2016 Budget: The E187 2015-2016 Budget was reviewed and accepted as submitted by a motion from Joe Warren and seconded by Peter Bigelow. All agreed.

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216-218 West Avenue Report: Todd McClutchy reported that the loan documents from Department of Housing have been forwarded to DHA's counsel, Ed Schmidt for review. Ed Schmidt should have them reviewed and turned around within two weeks. The loan was for \$200,000 and DHA will be spending \$70,000 to rehab both units. Construction should take about 3mos to complete. Todd McClutchy will keep us updated on any movements. Matt Anderson will reach out to DOH (Department of Housing) on options for establishing a wait list for 216-218 West Avenue.

Redevelopment Update – Todd McClutchy reported that the redevelopment team met with residents to explain where they are in the process of redevelopment. Susan Harkett-Turley from Housing Education Resources was in attendance to help guide residents through individual concerns during the redevelopment process and Bill Crosskey from Crosskey Architects was also in attendance to go over the current concept plan and solicit any feedback from the group. Jan Raymond reported that the next steps are to format a Q&A sheet that lists all the questions and answers known so far to be delivered to the tenants which also provides tenants with all necessary contact information to the redevelopment team, DHA or Susan Harkett-Turley.

Joe Warren moved that officially as of April 28, 2015, DHA will no longer accept new tenants at OTHH until after the redevelopment. Jane Matthews seconds the motion.

New Business- Jan Raymond reported that she will be attending the Town Plan of Conservation Development to report on DHA's redevelopment plan.

Old Business- Matthew Anderson reported that Patti Santorella is collecting emergency contact information for all residents, sidewalks cracks are in the process of being repaired and the lights in parking lot have been restored.

Joe Warren moves to adjourn public session and enter into Executive Session for the purpose of the discussion of personnel, contractual and tenant issues. Jan Raymond seconds the motion. Meeting was adjourned at 7:10p.m.